



Missing Persons/Children

Office of Continuous Improvement and Support
Division of Student Success

Missing Persons/Children

► Current Process

- Kentucky State Police report entered into National Crime Information Center (NCIC)
- NCIC downloads to KDE
- KDE automatically sends principals/DPPs email

► Recent Changes

- CC'ing DPPs on emails
- KDE manually checking each child in IC to ensure the notifications are going to the correct school
 - ✓ Hopefully, we will have NCIC directly “communicate” with IC soon to make this process easier

► Guidance for can be found on KDE's Missing Children [website](#).



Missing Notifications

- ▶ When principals receive Missing Children Notifications from KDE, it is imperative that they comply with [KRS 156.495](#) and [KRS 158.032](#) by flagging the student's educational records in Infinite Campus to ensure all appropriate school and district personnel are aware of the situation. The school shall immediately report to local law enforcement or the Kentucky State Police if any of the following occurs:
 - Someone in the school knows of the student's whereabouts;
 - The identified student is currently present at the school; or
 - An individual or a school requests the student's records.



Missing Persons/Children

- ▶ The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. However, FERPA is not intended to be an obstacle in addressing emergencies and protecting the safety of students. Missing children and runaways should be considered as an emergency situation and school officials should contact law enforcement immediately with any information that could assist with the missing persons case; including, but not limited to, the three bullets listed on the previous slide.



Missing Notification of Cancellation

- ▶ If principals receive a Notification of Cancellation, they need to end date the flag from the student's record.
 - You may end date the flag the day before so that the flag does not remain active all day.
- ▶ Please note that you may receive **ONLY** a Notification of Cancellation if the student is reported missing and is then found within a short period of time.
 - If this occurs, the school should create a Missing Persons record in IC with the start date as the day prior to the receipt of the cancellation and an end date as of the date the cancellation is received.



Missing Children Flags

- ▶ You must **NOT** release records for a student who has a Missing Children Flag without first receiving a Missing Children Notification of Cancellation.
 - You must treat each and every child as if he/she is in danger. Records can wait!
- ▶ If you have any questions about this, please contact us or the Kentucky State Police.



Missing Persons/Children

- ▶ Instructions for assignment of the MP Program Flag to the student
 - Assign flag to student via Student Information | General | Flags tab
Click New button

The screenshot shows the 'Flags' tab in a student information system. At the top, there are tabs for Summary, Enrollments, Schedule, Attendance, and Flags. Below the tabs is a 'New' button with a green plus icon. The main section is titled 'Student Flag Editor' and contains a table with columns: Flag, Start Date, End Date, and User Warn. Below this is the 'Student Flag Detail' section. It includes a dropdown menu for 'Flags' with 'MC:Missing Child' selected. To the right of the dropdown is a note: 'This image will display next to the student's name.' Below the dropdown are four date fields: '*Start Date' (01/24/2017), 'End Date', 'Eligibility Start Date', and 'Eligibility End Date'. Below these is a 'User Warning' section with a text area containing the message: 'KY State Police have notified the school that this student is missing. Contact KSP immediately with any information regarding the student'. Below the text area are three sections: 'Participation Details', 'Description', and another empty section, each with a text area and expand/collapse arrows.

Flag	Start Date	End Date	User Warn
MC:Missing Child	01/24/2017		

Student Flag Detail

*Flags: MC:Missing Child (This image will display next to the student's name.)

*Start Date: 01/24/2017, End Date: , Eligibility Start Date: , Eligibility End Date:

User Warning: KY State Police have notified the school that this student is missing. Contact KSP immediately with any information regarding the student

Participation Details:

Description:

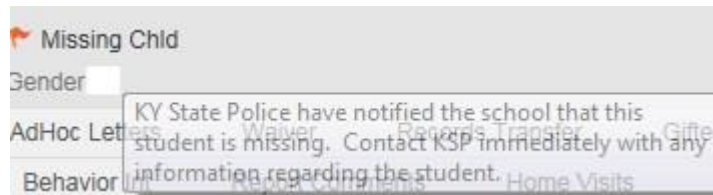
- **Flags:** Select from the drop list Missing Child



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► Data element instruction and definitions below:

- **Start Date:** Enter the date in which the notification was received
- **User Warning:** Enter 'KY State Police have notified the school that this student is missing. Contact KSP immediately with any information regarding the student.'
- **End Date:** If schools receive a Notification of Cancellation, enter the date the notification was received NOTE: This will stop the flag from displaying beside the student's name.
- The flag will display within Infinite Campus beside the student's name as shown below:



- **NOTE:** when user hovers over the Missing Child Flag the User warning will appear.

